

Kentucky Educational Excellence Scholarship (KEES) And Success Through Educational Planning (STEP)

The following data, for **all students in grades 8 – 12**, must be submitted to the Kentucky Higher Education Assistance Authority (KHEAA) by all public schools and private, parochial, or church schools certified by the Kentucky Board of Education. Data submitted should always be for the academic year just completed and must be received by KHEAA no later than June 30 each year. Kentucky Higher Education Assistance Authority (KHEAA) uses these files for the administration of KEES and STEP programs. Further information on these programs may be found at <http://www.kheaa.com>.

| Field Name | Start | Length | End | Type | Required | Format/Comments/Edits |
|--|-------|--------|-----|------|----------|--|
| Social Security Number | 1 | 9 | 9 | A/N | Yes | <i>Must be a valid SSN</i> |
| Last Name | 10 | 35 | 44 | A/N | Yes | |
| First Name | 45 | 12 | 56 | A/N | Yes | |
| Middle Initial | 57 | 1 | 57 | A/N | No | |
| Date of Birth | 58 | 8 | 65 | N | Yes | Format = CCYYMMDD (19830729) <i>Must be valid date.</i> |
| Street Address/P.O. Box/Route | 66 | 30 | 95 | A/N | Yes | Mailing Address- Street/P.O. Box/Route |
| City | 96 | 24 | 119 | A/N | Yes | Mailing Address- City |
| State | 120 | 2 | 121 | A | Yes | Mailing Address- State <i>Must be a valid state code</i> |
| Zip Code | 122 | 5 | 126 | N | Yes | Mailing Address- Zip Code |
| Zip Plus 4 | 127 | 4 | 130 | N | No | Mailing Address- <i>Must be filled with '0000' if Zip +4 is not known.</i> |
| High School Graduation Date | 131 | 8 | 138 | N | Yes | Format = CCYYMMDD (Actual or Projected). <i>Must be greater than 19980630.</i> |
| Academic Year | 139 | 8 | 146 | N | Yes | Format = CCYYCCYY (19981999). This will always be the Academic Year that the student just completed . |
| Academic Classification | 147 | 2 | 148 | N | Yes | <i>Must = '08', '09', '10', '11', or '12'.</i> This is the student's Academic Classification for the Academic Year just completed . |
| District Code | 149 | 3 | 151 | N | Yes | Per KY School's Data File published by KDE. |
| School Code | 152 | 3 | 154 | N | Yes | Per KY School's Data File published by KDE. |
| KEES Eligible Student | 155 | 1 | 155 | A/N | Yes | Value = 'Y' if a student is a citizen, national, or permanent resident of the U.S. and a KY resident enrolled in a KY high school at least 140 days of the minimum school term, who, while meeting the KEES curriculum requirements, has a 2.5 GPA or above at the end of any academic year beginning after July 1, 1998, and who is not a convicted felon, else value = 'N'. <i>Must be a 'Y' or 'N'.</i> |
| Yearly Grade Point Average (Not required for Academic Classification '08'.) | 156 | 3 | 158 | N | No | Format = 9v99 e.g. if the GPA is 3.76 then the value of this field would be '376'. GPA is for the Academic Year just completed and does not include prior year grades (i.e., it is not cumulative). <i>Must not exceed 5.0.</i> |
| ACT Score | 159 | 2 | 160 | A/N | No | ACT or SAT score required for seniors for supplemental award consideration. <i>Must = '00' to '36'.</i> |
| SAT Score | 161 | 4 | 164 | A/N | No | ACT or SAT score required for seniors for supplemental award consideration. <i>Must = '0000' to '1600'.</i> |

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|--|-----|----|-----|-----|-----|---|
| Cumulative Grade Point Avg. (Not required for Academic Classification '08') | 165 | 3 | 167 | A/N | Yes | Format = 9v99 e.g. if the GPA is 3.76 then the value of this field would be '376'. Should be .001 if student is a special education student and cumulative is zero. |
| Gender | 168 | 1 | 168 | A | Yes | M – Male F – Female |
| Race | 169 | 1 | 169 | N | Yes | 1 – White (not Hispanic) 2 – Black (not Hispanic) 3 – Hispanic 4 – Asian or Pacific Islander 5 – American Indian or Alaska Native 6 – Other |
| Filler | 170 | 31 | 200 | A/N | Yes | Filled with spaces. |

Kentucky Educational Excellence Scholarship (KEES)

KEES is Kentucky's merit-based scholarship administered by KHEAA, which is available to all eligible students based on their high school grades and highest ACT score. Students must have an annual 2.5 or better GPA for the base amount of the scholarship and a 15 or higher ACT (or equivalent SAT) score for the bonus award. Students can earn up to \$2,500 that can be applied to their college costs each year. Students do not need to apply for the scholarship. High schools are responsible for providing information about eligible students to the Kentucky Department of Education. The Department will compile and forward the student data to KHEAA, and KHEAA will send award notifications to students after the end of each school year.

Success Through Educational Planning (STEP)

STEP is an outreach program administered by KHEAA to provide financial aid information and higher education planning materials to students in grades 8-12 and their parents. STEP publications are specifically designed for each grade level and feature information about Kentucky higher education institutions, student financial aid, and suggestions and activities to help students prepare for college, technical college, or private trade school. Students who enroll in the program receive a STEP packet, based on grade level, each of their remaining years of high school.

P-16 Initiatives

KEES merit-based scholarship data will be used by the Council on Postsecondary Education to monitor the transition of high school graduates into the postsecondary education system. This data will allow for the calculation of statewide college-going rates and be used in the analysis of student transition and success issues in support of P-16 initiatives.

The Council on Postsecondary Education (CPE) is empowered under KRS 164.020(6) to engage in analysis and research of postsecondary education. The Council's approach to collection, maintenance, and use of postsecondary education data and to the release of this information is within the guidelines established by state and federal statutes.

Confidentiality

KHEAA is empowered under KRS 164.744 to insure loans and to provide loans, grants, scholarships, and work-study awards to students who are residents of Kentucky. KHEAA certifies that information obtained by KHEAA from local school districts shall be used exclusively by KHEAA for the purposes prescribed in KRS 164.744 and that no such information shall be disclosed by KHEAA to any other person or organization nor used or disclosed for any other purpose.

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The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), as amended, is the basis for the CPE's policy on confidentiality and for the release of student-specific data. Council staff maintains the same level of confidentiality as practiced by all institutions of postsecondary education, consistent with state and federal law, and responds to external data requests in the form of compiled information rather than raw data.

*General information on KEES program eligibility and requirements may be addressed to Rebecca Gilpatrick with KHEAA at (800) 928-8926 ext 7394 or (502) 696-7394. Information is also easily accessible through the KHEAA web site at www.kheaa.com

*Questions concerning authorized curriculum, grading scale, and Academic Common Market may be addressed to Jo Carole Ellis (Council on Postsecondary Education liaison) at (800) 928-8926 ext.7442. This information is also available on the KHEAA web site at www.kheaa.com.